

Job Description  
*Missouri State Highway Patrol*

Class Title: Automotive Technician Supervisor

Title Code: V00603

Effective Date: 09/04/96

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

**Immediate Supervisor:** Assistant Garage Superintendent, Garage Superintendents

**Position Supervised:** Automotive Technicians

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is supervisory work in the maintenance, repair and servicing of the Patrol's automotive fleet. An employee in this position is responsible for ensuring that automotive equipment is maintained in an efficient operating condition and serviced according to standard trade practices. Supervision is exercised over a minimum of two automotive technicians assigned to the garage. General supervision is received from an administrative superior.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs extensive diagnosis and repair of automotive electrical systems including starting, charging, ignition, lighting, electrical accessories and electronic body control systems.

Performs extensive diagnosis and repair of automotive fuel systems including fuel lines, pumps, tanks, injection systems and electronic controls.

Performs detailed diagnosis and repair of automotive cooling systems.

Performs extensive diagnostics and repairs to automotive steering, suspension and braking systems including ABS.

Performs 4-wheel alignments. Diagnoses and repairs vehicle frame defects. Replaces vehicles frames and sub frame assemblies.

Performs extensive diagnosis and repair of automotive powertrain electronic control systems.

Performs major powertrain repairs to engines, transmissions and drive axles including major rebuilds/overhauls.

Performs extensive diagnosis and repair to automotive supplemental restraint systems.

Performs extensive diagnosis and repair of automotive evaporative emissions systems.

Diagnoses and repairs automotive exhaust systems.

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Performs extensive automotive body component replacement including replacement of bumpers, fenders, doors, interior components, door latches and handles, door glass, window regulators, mirrors, trim, etc. Perform adjustments to automotive body parts to ensure proper alignment and operation.

Mounts, balances, and repairs tires.

Performs preventative maintenance on Patrol vehicles.

Performs Missouri Motor Vehicle Inspections.

Maintains and installs emergency lighting and sirens.

Designs and fabricates wiring harness and control units related to Patrol emergency warning equipment.

Designs and fabricates various components necessary for Patrol vehicle operations including brackets, roll bars, push bumpers, etc.

Assures that the Patrol fleet complies with the Motor Vehicle Inspection law; assures compatibility of components when installed.

Provides technical assistance and guidance to Patrol Auto Technicians. Serves as a lead technician and mentor.

Assists in the trading and/or reassignment of Patrol vehicles; road tests Patrol vehicles.

Assists and supervises the maintenance, reconditioning, and installation of emergency equipment (e.g., fire extinguisher, light bars) on Patrol vehicles.

Creates and completes work orders utilizing the Patrol's computerized fleet management system.

Assigns, directs and supervises the work of Automotive Technicians and Service Assistants.

Requisitions repair parts and servicing materials, and ships equipment to Troop headquarters; maintains various related records and files.

Travels to various locations throughout the state to pick up disabled Patrol vehicles and return them to Troop F for repairs, as necessary.

Performs P-Numbering and routine inspection for damage on new Patrol vehicles, upon arrival.

Performs the duties of Assistant Garage Superintendent in the Superintendent's absence (e.g., inventory control, dispatching work, writing service orders, ordering replacement parts, etc.).

Designs and develops emergency warning systems and installs emergency warning equipment and other Patrol vehicle equipment.

Assists with and supervises shop maintenance and clean-up duties as needed.

Performs other related duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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Extensive knowledge of automotive systems including but not limited to steering, suspension, brakes, engines, transmissions, drive axles, fuel, cooling, electrical, and engine and body control systems.

Extensive knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade.

Extensive knowledge of the occupational hazards and standard safety precautions of the automotive mechanic trade.

Basic knowledge of personal computer operation.

Knowledge of the basic principles and techniques of supervision.

Skill in the use of tools and in operation of equipment, including computer diagnostic equipment, utilized in the automotive technician trade.

Skill in the diagnosis and repair of major defects in motor equipment.

Skill in performing welding tasks using oxy-acetylene and electric arc welding equipment.

Ability to lift and move parts, tools and supplies associated with a garage facility.

Ability to position self and equipment necessary to repair and inspect Patrol vehicles.

Ability to test drive vehicles as required.

Ability to create work orders and enter data in the Patrol's fleet management computer system.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to assign, direct and supervise the work of others.

Ability to understand and effectively carry out instructions.

Ability to document repairs and parts used on Patrol vehicles.

Ability to exercise judgment and discretion.

Ability to supervise a small staff of technicians and assistants in a professional manner.

Ability to establish and maintain effective working relations with others.

Ability to work under varying climatic conditions.

Ability to work independently.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain various records and files.

Ability to operate an automobile in accordance with Missouri laws and statutes.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written

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material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a certificate of equivalency recognized by the Missouri Department of Education.

Possess at least three years of experience as an Automotive Technician III or five years comparable experience outside the Patrol.

### NECESSARY SPECIAL REQUIREMENTS

Possess a valid driver's license.

Possess at least one year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.

Possess a Motor Vehicle Inspection Permit issued by the State of Missouri.